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Employee Suggestion - [REDACTED]

No. 256

25X1A9A

A. Information about the Suggestor:

[REDACTED], GPO Pay Schedule, Chief, Composition Section, Printing Branch, Printing & Reproduction Division, Office of General Services

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B. Summary of the Suggestion:

The suggestor proposes a plan whereby envelopes containing instructions and sketches relative to the use of Explosives and Demolitions (printed in 2 languages) be eliminated which would effect savings in the cost of envelopes, press-time and clerical man-hours.

C. Former Method:

9 x 11 pages of instructions were machine-folded, hand-collated, stuffed into 3 1/8 x 5 1/2 envelopes and then sealed. The hand operation of stuffing and sealing was naturally slower, time-consuming, and costly in materials and man-hours.

D. Present Method:

The suggestion was informally placed into effect in April, 1953 and the below listed estimated savings have been projected upon actual experience with the suggested method. The envelope itself is eliminated and instead of producing separate 9 x 11 sheets which precluded the possibility of using the fast 10 x 15 Multilith machine, the size of type and sketch is reduced and two pages are run as one on a 10 x 14 sheet thereby saving half the press time. On the back of the page, in a specified position, would be printed the wording which ordinarily was printed on the envelopes in such a manner so that when folded the sheet would become its own envelope with the wording in proper place. The folded sheet is stapled with two fine wire staples and so finished. There is no hand-collating, no envelope stuffing or sealing necessary.

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E. Estimated Savings:

The estimated savings are as follows:

	<u>Hours</u>	<u>Estimated Savings</u>
1,500,000 envelopes at \$1.78 per thousand		\$2670.00
Press time saved by not running envelopes @ \$2.18 per hour - - - hours saved	600	1308.00
Press time saved by running 1½ million 10 x 14 (2 UP) instead of 3,000,000 9 x 11 (1 UP) @ \$2.18 per hour - - - hours saved	480	1046.00
Collating, stuffing, sealing time saved @ \$1.50 per hour	<u>2160</u>	<u>3240.00</u>
Total	3240	\$8264.00

F. Evaluation:

The suggestion was referred to Technical Presentation Branch of the Administrative Staff for consideration of the technical aspects. The Chief, Admin Division/TSS in a memorandum of evaluation to the Committee states that "...The Technical Presentation Branch exercises control over the size of the instruction sheets in that various instruction sheets differ in the amount of copy and art lay-out prepared by T. P. B. . . The Graphic Arts Reproduction Division, on the basis of their technical know-how was asked to pass on the estimated savings. . . Graphic Arts Reproduction Division reports that the savings both in time and money, to the Agency, would be at least as great as those pointed out in the suggestion. . . In summary TSS believes this is an excellent suggestion, particularly as to the substitution of stapling in lieu of envelopes. . . ."

The Chief, Printing and Reproduction Division has informed the Committee Secretary that the estimated savings are valid based upon the above statement relative to the report from the Graphic Arts Reproduction Division that 'savings would be at least as great as those pointed out in the suggestion' and further investigation of this suggestion resulted in above estimated savings. The suggestor originally based his estimate on a figure of 450,000 copies. However, on 19 May 1953 [] of TSS informed the Printing & Reproduction Division that there will be 55 more projects this year

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(ranging from 10,000 to 250,000) which could total 1,500,000 instructions. No estimate has been included as to the intangible benefits which may occur as a result of the suggestion in terms of additional work that can be absorbed by Printing & Reproduction Division or improvements in operations with the greatly increased speed of delivery of instructions, etc.

G. Note:

The Scale of Awards found in Paragraph 6 3a(1) of Regulation indicates a cash award of \$245.00 based upon estimated savings of \$6264.00. A Certificate of Award is also recommended.

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